Meeting Minutes

**Date:** 8th February 2018

**Time:** 1500hrs

**Attendees**

* Prof Kam (Supervisor)
* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The first with our supervisor is to update him on what the team has been doing for the past month. It is also to help the team find out what direction they can set based on our supervisor’s suggestions.

**Agenda**

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| No | Description of Agenda |
| 1 | Update Prof Kam on the team’s situation and where it is now. |
| 2 | Inform Prof Kam about the difficulty the team is facing with regards to cleaning the data |
| 3 | Share what solutions have come up with to help solve the problem so far. |
| 4 |  |
| 5 |  |

**Questions to Raise**

1. We are wondering whether you could advise us on how to organize our sponsor’s data. This is because our sponsor data is very messy and we have had a hard time trying to figure out how to clean the data so that we can actually use it for analysis.
2. We feel that the data points we have are very small, we probably only have 50 to 100 data points so far. Hence, we are concerned whether this could be a problem moving forward.

**Unfinished Business**

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| No | Description | Remarks |
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**Notes taken during meeting**

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| No | Description | Remarks |
| 1 | Prof Kam mentions that we should not try to organize everything in the clients data points. Instead think about what analysis solutions that we could provide (such as MBA) and then pick out the data points to use for analysis. | MBA, Time Series Analysis, Automation of Invoice, etc |
| 2 | Prof Kam mentions that it is normal for small private companies to have very little data. But he also says that we definitely need a decent number (50-200 is acceptable) for there to be meaningful analysis. |  |
| 3 | Prof Kam also thinks that we should think about setting up a database for the client. The reason being is that analytics relies heavily on the data and as such the organization of the data is very important. | Suggestion: Set up database, Digitize information and how do you want to automate some processes |
| 4 | Prof Kam recommends the team to look into Power Bi to help with invoice automation. |  |
| 5 |  |  |

**New Tasks**

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| No | Task Description | Allocated To | Due Date |
| 1 | Organizing and digitizing data for MBA | Shafiq, Edwin | 15th February 2018 |
| 2 | Look into setting up database | Shafiq, Edwin | 17th February 2018 |
| 3 |  |  |  |
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